

## NUTRITION PROGRAM COORDINATOR - 7017

### **General Definition of Work:**

Performs difficult skilled administrative and advanced human support work supervising, coordinating, and managing the nutrition program for Cabarrus County older adults in accordance with required service standards. Supervises and manages the operation of multiple congregate nutrition sites that provide meals, nutrition education, and wellness activities. Supervision is exercised over nutrition site personnel and volunteers. Work is performed under the regular supervision of a Social Work Supervisor.

### **Essential Functions/Typical Tasks:**

**Planning, coordinating and supervising the nutrition program at multiple sites, services and staff; hiring and training program staff; overseeing, coordinating, and participating in the preparation and maintenance of program records, reports, and files assuring compliance with policies and procedures.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Responsible for supervising, training, and evaluating staff and has substantial influence in hiring and employment decisions.
- Monitor the program, sites, and caterer to insure adherence to federal, state, and local standards relating to nutrition, food handling, sanitation, and required programming.
- Conducts regular site visits.
- Responsible for ensuring adequate staff coverage of all sites. May work as site supervisor as needed.
- Coordinates the work of contracted caterers, vendors, and facility owners insuring contract requirements are met and issues resolved.
- Orders supplies for program operations within budget allowances.
- Assists with preparation of annual program budget based on various grants and participant donations. Monitors program budget to assure expenditures remain within allowances.
- Assists with bids, contract development, and negotiations.
- Serves as main contact for nutrition program, answering questions and explaining program.
- Administers Linking Information & Nutrition for Cabarrus Seniors Program, Coordinates the delivery of shelf stable meals to clients.
- Prepares correspondence associated with programs.
- Attends meetings and trainings as required.
- Performs related tasks as required to include but not limited to emergency shelter operations.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of food service management, food safety, and sanitation procedures, principles and practices; of federal and state nutrition program requirements. Knowledge of planning and organizing nutrition programs, including state preparation requirements, equipment, and service; of the aging process; of the social and physical needs and interests of older adults; and of community resources available for the older adult population. Working knowledge of office equipment, computers, and applicable software. Working knowledge of effective supervisory practices. Ability to plan and supervise work of subordinate employees; to understand and follow written and oral directions; to prepare and maintain reports and files; to maintain confidentiality; to attend work regularly; and to establish and maintain effective working relationships with clients, subordinate staff, associates and the general public.

### **Education and Experience:**

Requires associate's degree with major course work in gerontology, social work, human services, business administration, nutrition and/or food services or related field and considerable experience in a related human service setting. An equivalent combination of education and experience may be required.

### **Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements:**

Possession of an appropriate driver's license valid in the state of North Carolina. Must complete 15 hours of instruction in food service sanitation and participate in nutrition program management training through NC Department of Aging. Possession of CPR and first aid certifications. Position may occasionally require after hours work. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

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